

## **RFQ 10-2013-CFF, FRESNO SUPERIOR COURT**

### **Questions and Answers**

Below please find all questions received by the Court and the answers.

#### **Question 1**

May we get pictures of the folders?

#### **Answer 1**

Pictures are attached at the end of this document. Please note item #4 of the General Provisions of the RFQ states "Samples of the case file folders....**MUST** be obtained from the Fiscal Department..."

#### **Question 2**

When may folders be picked up?

#### **Answer 2**

Folders must be picked up any time prior to the RFQ deadline, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (559) 457-2099 prior to picking up.

#### **Question 3**

If I provide a UPS label will you mail the sample folders?

#### **Answer 3**

Yes if an envelope is provided.

#### **Question 4**

What is your tax rate?

#### **Answer 4**

The tax rate is on the RFQ Detail Sheet (8.225%).

#### **Question 5**

What is the Court's monthly usage of each file folder?

#### **Answer 5**

The Court is using approximately 18 cartons of 250 Manila folders per month and 13 cartons of 250 Kraft folders per month.

**Continued on the next page**

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### **Questions and Answers (continued)**

#### **Question 6**

Please explain the multiple quantity scenarios more clearly?

#### **Answer 6**

The Court will award to the lowest responsible bidder for one or more of the quotes with the exception of Quote 4 which is a stand-alone. After finalizing the contract process, the quote(s) awarded will be paid as follows: If the Court awards Quote 1, the Court will make a one-time payment for the entire quantity of folders listed for that year. If the Court awards Quote 2, the Court will make a one-time payment for the entire quantity of folders listed for that year, etc.

#### **Question 7**

Does the Court have room to store any file folders?

#### **Answer 7**

Item #1 of the RFQ Detail Sheet specifically states vendor will ship and deliver on demand.

#### **Question 8**

Does the quote require exact quantities or may we have overs/unders?

#### **Answer 8**

Quotes must be for the quantities specified in the RFQ Detail Sheet. Any overs/unders will be addressed during the contract negotiation process.

#### **Question 9**

Are the quantities listed for Quote 3 correct or were they inadvertently transposed?

#### **Answer 9**

The quantities listed for Quote 3 are correct.

#### **Question 10**

When will the quantities for Quote 3 be paid in 2015?

#### **Answer 10**

Payment details will be discussed during the contract negotiation process. If there are any early payment discounts they must be noted on your response along with any requirements for the discount.

Note: All bids for this RFQ are due **Thursday, March 27, 2014 no later than 4 p.m. (PDT)**

**FRONT SAMPLE OF CASE FILE FOLDERS**  
**(Sizes specified on the RFQ Detail Sheet)**

**DISQUALIFIED**  
☐ CCP 170.1    ☐ CCP 170.6  
 Judge: \_\_\_\_\_  
 Date: \_\_\_\_\_

[illegible]

**DISQUALIFIED**  
☐ CCP 170.1    ☐ CCP 170.6  
**Judge:** \_\_\_\_\_  
**Date:** \_\_\_\_\_